



Discovery. Diversity. Distinction.

Procedures for Chosen Name Change - Students

As a community that embraces inclusiveness and diversity, Fresno State recognizes that some students use names other than their legal names to identify themselves. As long as the use of this chosen name is not for the purposes of misrepresentation, we acknowledge that a “chosen name” can and should be used whenever possible in the course of University business and education.

Students may change their **chosen first and/or middle names** on [MyFresnoState](#). The student's **chosen** name will be seen on class rosters, grade rosters, [Canvas](#), Bulldog Card (ID Card), Student Health Center, and a limited number of other systems. Students must continue to use their **legal** names where a **legal** name is required.

It is important to know that the legal name can only be changed by completing a [Student Information Update Form](#) with the Office of the University Registrar.

Indicating a chosen name via MyFresnoState will not change a student's email address or the name used for student email. Students can change their email address or the name used for student email by submitting a ticket at the [Student Help Center](#) after updating their chosen name on MyFresnoState.

A student's legal name will continue to be their legal name and will appear on their official and unofficial transcript, any documentation involving financial aid or student financial accounts, and anywhere a legal name is required.

Inappropriate use of the chosen name policy, including misrepresentation or the use of inappropriate, offensive or derogatory language may result in a violation of the Student Conduct Code and be referred to the Office of Student Conduct.

Frequently Asked Questions

1. **What is a chosen name?**
 - a. A chosen name is a first and/or middle name by which someone wishes to be commonly known, if different from their legal first and/or middle name. Currently enrolled students can establish a chosen name by changing the first and/or middle names in their Student Center record.
2. **Can I specify a chosen last name?**
 - a. No. Last names can be changed only as a result of a legal name change. You must file a [Student Information Update Form](#) with the Office of the University Registrar.

3. **How do I set or update my chosen first and/or middle name?**
 - a. You can set or update your chosen first and/or middle name in Student Center:
 1. Log in to [MyFresnoState](#)
 2. Select **Student Self Service**
 3. Click **Student Center** (top left-hand corner)
 4. Expand the **My Personal Information** section on the Student Center screen, click the **Names** link
 5. Under 'Name Type' see **chosen** and select **Edit**
 6. Enter your chosen First and/or Middle name
 7. Click **Save**
4. **Can I set or change my chosen name to whatever I want?**
 - a. Students can set a chosen name that they want to be known by in University systems instead of their legal name, where such usage is currently supported. The University reserves the right to remove a chosen name if it is found to be used for misrepresentation or the use of inappropriate, offensive or derogatory language. Inappropriate use of a chosen name may be a violation of the Student Code of Conduct and be referred to the Office of Student Conduct.
5. **Will my chosen name be used for everything at the University?**
 - a. Your legal name will continue to be used anywhere a legal name is required - on your official and unofficial transcript, and any documentation involving financial aid or student financial accounts. Students must continue to use their legal name where a legal name is required.
6. **Where will my chosen name be used by the University?**
 - a. It will take some time to get every system updated. The first priority is commonly used systems such as MyFresnoState, Canvas, Student ID cards and the Student Health Center.
7. **Can I change my email address to match my chosen name?**
 - a. Yes. Students can change their email address, after updating their chosen name on MyFresnoState, by submitting a ticket at the [Student Help Center](#). Work orders take approximately three (3) days to process.
 - b. Changing your student email address will automatically change your Fresno State User Name. Conversely changing your Fresno State User Name will automatically change your email address.
8. **May I request a *Fresno State User Name* that uses my chosen name?**
 - a. Please see the response to question 7.
9. **May I request a Fresno State ID card with my chosen name?**
 - a. Yes. Students who wish to have a new Bulldog ID card to reflect their chosen name change can obtain one at the Bulldog Card office after the student has made the change on the student portal. It takes on average 24 hours after the change has been made on the portal for records to officially update the chosen name in Canvas/ID Works. Once it is updated, the Bulldog Card office can issue a new card at no cost, provided the student surrenders their current Bulldog ID card. Otherwise, they will be required to pay the Bulldog ID card replacement fee.

10. Am I required to provide and set a chosen name?

- a. No. Using a chosen name is entirely optional.

11. How long will it take for my chosen name to appear and be used by the University?

- a. Once you set your chosen name in the Student Center, it will automatically update the Class and Grade rosters. Please note that if faculty printed out the roster prior to your name change, the updated name may not be reflected. It may take a couple of days for the chosen name to appear in other systems, including student ID card. Question 5 has more information about limitations on the use of chosen names.

12. Do I need to change my password when I set a chosen name?

- a. No.

13. I still have questions regarding this policy. Who can I talk to?

- a. You may contact the Cross Cultural and Gender Center at 559.278.4435.

14. Is the University required to address me by my chosen name?

- a. Yes. In California, public universities and community colleges must accommodate chosen names in all settings except where a legal name is required.